Printing to Canon Copiers on Mac OS X

Install Software (do this once)

1. Download the necessary drivers by visiting the following address, or clicking on the link: http://www.4j.lane.edu/canonmac

2. A file called **Canon-POA-copier-drivers-Mac.dmg** will be saved to your **Downloads** or **Desktop** folder. Please locate this file and open it.
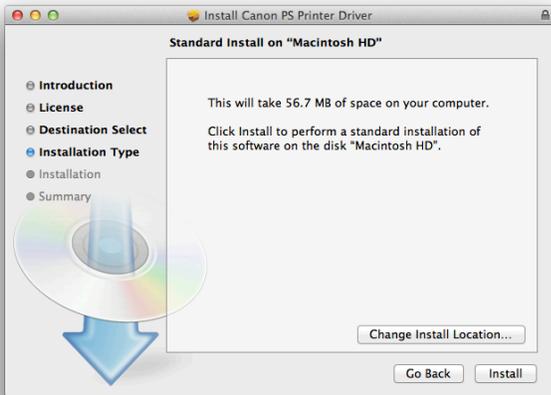
   Canon–POA–copier–drivers–Mac.dmg

3. In the window that appears, open the installer: **Canon_PS_Installer.pkg**

4. Click the **Continue** button, **Agree** to the license, then click **Install**.

   Canon_PS_Installer.pkg

5. You will be prompted for your password. When the installation has completed, close the installer.

6. Locate the **PS_v4.0.0_Mac** icon on your desktop and drag it to the Trash. You may also delete the **Canon-POA-copier-drivers-Mac.dmg** file that you downloaded earlier.

Add Printer (repeat for each copier you wish to use)

1. If you are using the wireless network, please open Safari or Firefox to make sure you are signed in.

2. Click the menu, then **System Preferences…**

3. Click **Print & Fax** or **Printers & Scanners** (varies).

4. Click the **+** button beneath the list of printers.

5. In the window that appears, click the **IP** tab.

6. In the **Address** field, enter the address of your copier.

7. Set **Protocol** to **Line Printer Daemon – LPD**.

8. Leave the **Queue** blank.

9. In the **Name** field, make up a descriptive name will help you easily identify this copier in the future.

10. **Location** does not need to be changed.

11. In the **Use** menu, click **Select Software**.

12. Locate the correct printer model in the list.

13. Click the **Add** button.
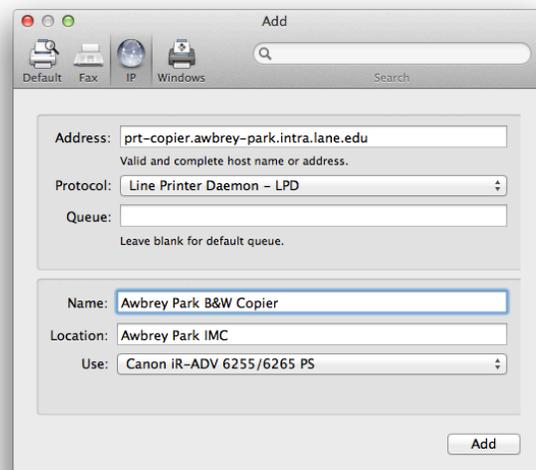
Enable Department ID (if applicable, per copier)

1. Open **System Preferences**.

2. Click on the **Print & Fax** or **Printers & Scanners** tab (exact wording may vary.)

3. Click once on your copier to highlight it.

4. Click the **Options & Supplies** button.

5. Click the **Options** or **Drivers** tab (wording varies).

6. Check the box labeled **Department ID Management**.

7. Click the **Utility** tab.

8. Click the **Open Printer Utility** button.

9. Check the box **Use Department ID Management**.

10. Enter your **Department ID** and **PIN** if applicable. If you do not enter a separate **PIN** when making copies, do not enter one here either.

11. Click the **Save Settings** button and close the window.

12. Click **OK** and close **System Preferences**.